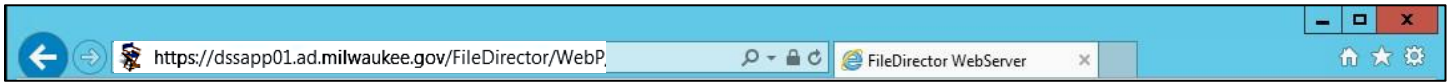


# Using File Director Web Client to Search and View TIF Documents



Control + Click this link <https://dssapp01.milwaukee.gov/FileDirector/webP>

Save link to your favorites.



### Login

User name:

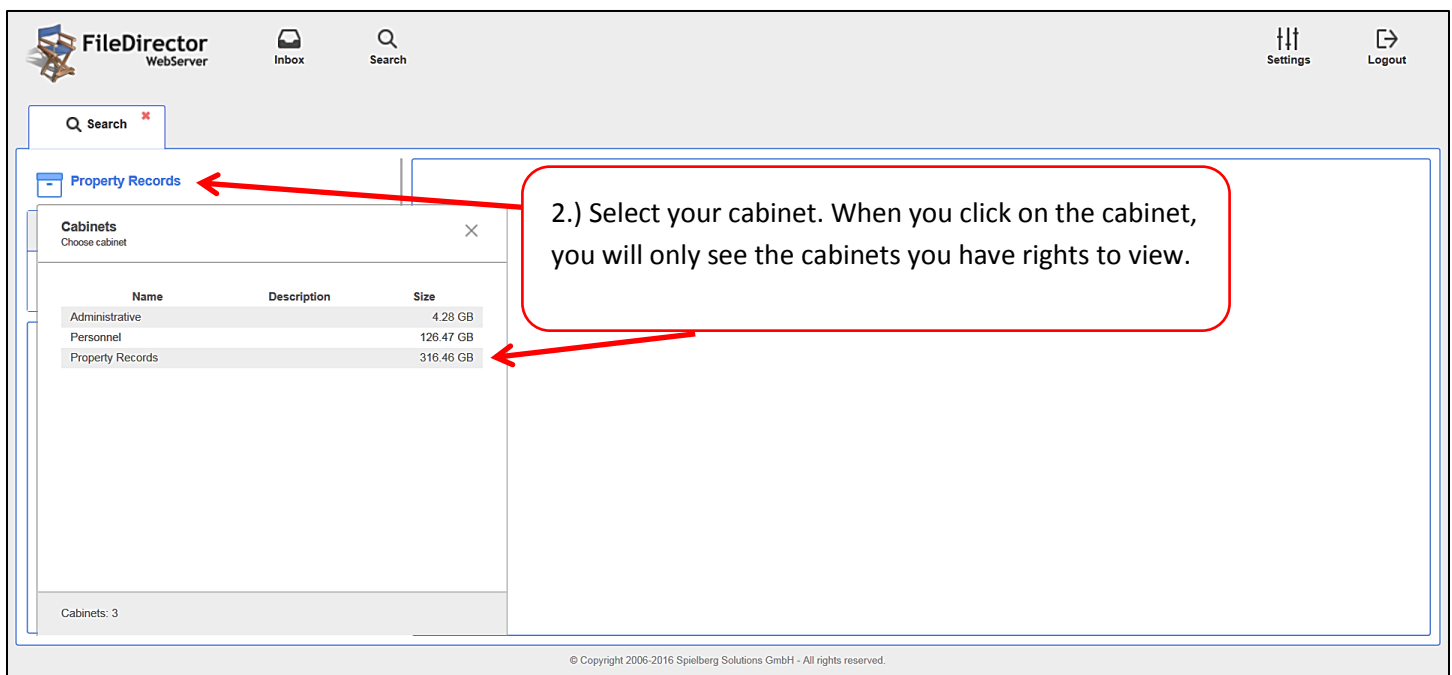
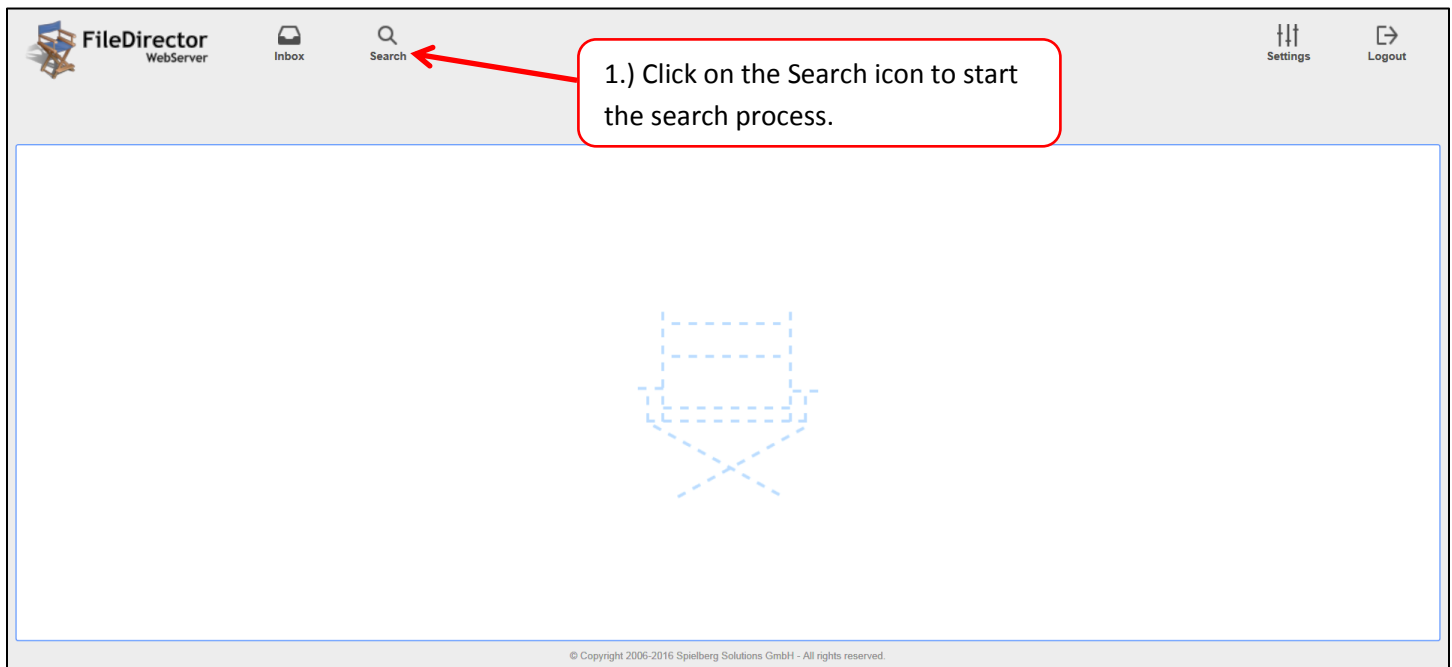
Password:

English (UK) ▼

Login

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Log in using **filedirector\username** and password.



Inbox
Search

Q Search

Property Records

✕ Q 🔍

Q

BOZA Files

Building Plans

PTS

Project Name

House High

Direction

Street Name

Street Type

Unit Number

Plan Review Type

Construction Type

\* ☐

\* ☐

\* ☐

\* ☐

\* ☐

\* ☐

\* ☐

\* ☐

\* ☐

3.) Select your Document Type from the drop down list. You will only see the documents you have rights to view.

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Click this icon to clear values from all index fields.



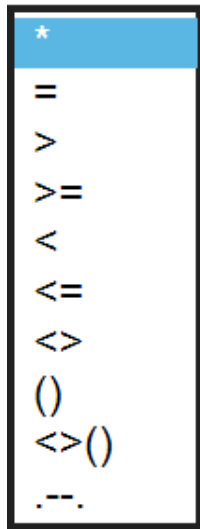
Click this icon to search in the current Document Type.



Click this icon to search across all Document Types in current cabinet.

There are drop down boxes next to the search fields with 10 different choices for how your search will be completed.

For example, the \* symbol can be used as a wildcard character in your searches. When using the asterisk, if you enter 15\* in the House High field, the search results will include all documents indexed with an address beginning with 15. Whereas, = will only bring up records containing what you typed in.



FileDirector WebServer

Inbox Search

Q Search

Property Records

Full text search

Building Plans

PTS =

Project Name \*

House High = 841

Direction \* Broadway

Street Name \*

Street Type \*

Unit Number \*

Plan Review Type \*

Construction Type \*

Document Type \*

Approval Date =

Security Status \*

Scan Date =

Part \*

RECID \*

4.) Enter search criteria in one or more fields.

5.) Click on the magnifying glass to start search.

FileDirector WebServer

Inbox Search

Q Search

Property Records

Full text search

Building Plans

PTS =

Project Name \*

House High = 841

Direction \* Broadway

Street Name \*

Street Type \*

Unit Number \*

Plan Review Type \*

Construction Type \*

Document Type \*

Approval Date =

Security Status \*

Scan Date =

Part \*

RECID \*

FileDirector WebServer

Inbox Search

Settings Logout

Q Search

Property Records

Full text search

Building Plans

PTS =

Project Name \*

House High = 841

Direction \* Broadway

Street Name \*

Street Type \*

Unit Number \*

Plan Review Type \*

Construction Type \*

Document Type \*

Approval Date =

Security Status \*

Scan Date =

Part \*

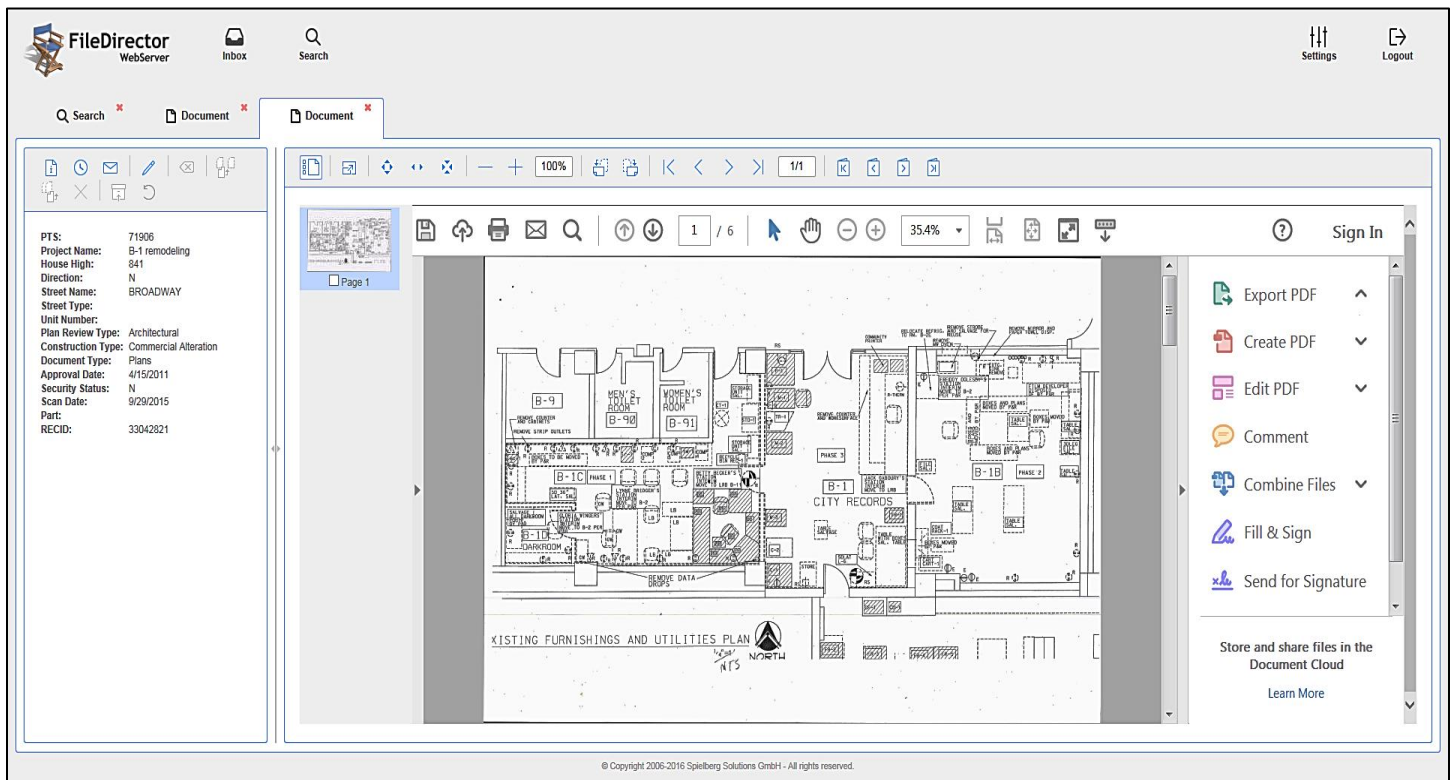
RECID \*

Building Plans (16 Documents)

	PTS	Project Name	House High	Direction	Street Name	Street Type	Unit Number	Plan Review Type	Construction Type	Document Type	App
1	98458	Wellness Center alterations	841	N	BROADWAY			Architectural	Commercial Alteration	Plan Review Letters	10/0
2	98458	Wellness Center alterations	841	N	BROADWAY			Architectural	Commercial Alteration	Plans	10/0
3	71906	B-1 remodeling	841	N	BROADWAY			Architectural	Commercial Alteration	Plans	4/15
4	71906	B-1 remodeling	841	N	BROADWAY			Architectural	Commercial Alteration	Plans	4/15
5	101739	5th floor alterations	841	N	BROADWAY			Architectural	Commercial Alteration	Plan Review Letters	4/6/
6	101739	5th floor alterations	841	N	BROADWAY			Architectural	Commercial Alteration	Others	4/6/
7	101739	5th floor alterations	841	N	BROADWAY			Architectural	Commercial Alteration	Plans	4/6/
8	44317	ZMB -- Health Department -- 2nd floor	841	N	BROADWAY			Architectural	Commercial Alteration	Plans	7/2/
9	3125	10th Floor Remodeling	841	N	BROADWAY			Architectural	Commercial Alteration	Plan Review Letters	9/15
10	0	Air of Toilet Rooms 444 & 445	841	N	BROADWAY			Architectural	Commercial Alteration	Plans	1/31
11	0	Men's Locker Rooms Alteration	841	N	BROADWAY			Architectural	Commercial Alteration	Plans	3/7/
12	47154	ZMB 10th floor elevator lobby	841	N	BROADWAY			Architectural	Commercial Alteration	Plans	11/6
13	101739	5th floor alterations	841	N	BROADWAY			HVAC	Commercial Alteration	Plan Review Letters	5/7/
14	79296	Zeldler Municipal Building Exterior Repairs	841	N	BROADWAY	DR		Architectural	Commercial Alteration	Plans	7/2/
15	101739	5th floor alterations	841	N	BROADWAY			HVAC	Commercial Alteration	Plans	5/7/
16		Neighborhood Services 11th Floor Remodeling	841	N	BROADWAY			Architectural	Commercial Alteration	Plans	3/1/

6.) Double click will present a full view image. See Below

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**Adobe Reader must be loaded onto your PC. If you weren't able to view the document, download Adobe via this link**  
**<https://get.adobe.com/reader/>**

**FileDirector** WebServer Inbox Search

Q Search x Document x Document x Document x Document x

Property Records

Full text search

Building Plans

PTS = ☐ ☐

Project Name \* ☐ ☐

House High = ☐ ☐

Direction \* ☐ ☐

Street Name \* ☐ State ☐

Street Type \* ☐ ☐

Unit Number \* ☐ ☐

Plan Review Type \* ☐ ☐

Construction Type \* ☐ ☐

Document Type \* ☐ ☐

Approval Date = ☐ ☐

Security Status \* ☐ ☐

Scan Date = ☐ ☐

Part \* ☐ ☐

RECID \* ☐ ☐

7.) Every time you open a document, a new tab will appear at the top as a new tab. Close them as needed.

	House Low	House High	Direction	Street Name	Street Type	Unit Nu
3535	3535	W	State	St		
3535	3535	W	State	St		
3535	3535	W	State	St		
3535	3535	W	State	St		
4001	4001	W	State	St		
4001	4001	W	State	St		
8	33792	4001	4001	W	State	St
9	33792	4001	4001	W	State	St
10	33792	4001	4001	W	State	St
11	33762	601	601	W	State	St
12	33762	601	601	W	State	St
13	33762	601	601	W	State	St
14	33762	601	601	W	State	St
15	33762	601	601	W	State	St
16	33762	601	601	W	State	St
17	33724	3535	3535	W	State	St
18	33724	3535	3535	W	State	St
19	33724	3535	3535	W	State	St
20	33724	3535	3535	W	State	St

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**FileDirector** WebServer Inbox Search

Q Search x Document x Document x Document x Document x

Property Records

Full text search

Building Plans

PTS = ☐ ☐

Project Name \* ☐ ☐

House High = ☐ ☐

Direction \* ☐ ☐

Street Name \* ☐ State ☐

Street Type \* ☐ ☐

Unit Number \* ☐ ☐

Plan Review Type \* ☐ ☐

Construction Type \* ☐ ☐

Document Type \* ☐ ☐

Approval Date = ☐ ☐

Security Status \* ☐ ☐

Scan Date = ☐ ☐

Part \* ☐ ☐

RECID \* ☐ ☐

8.) To perform a new search or choose another document from the previous search results, click on the search tab.

BOZA Files (95 Documents)

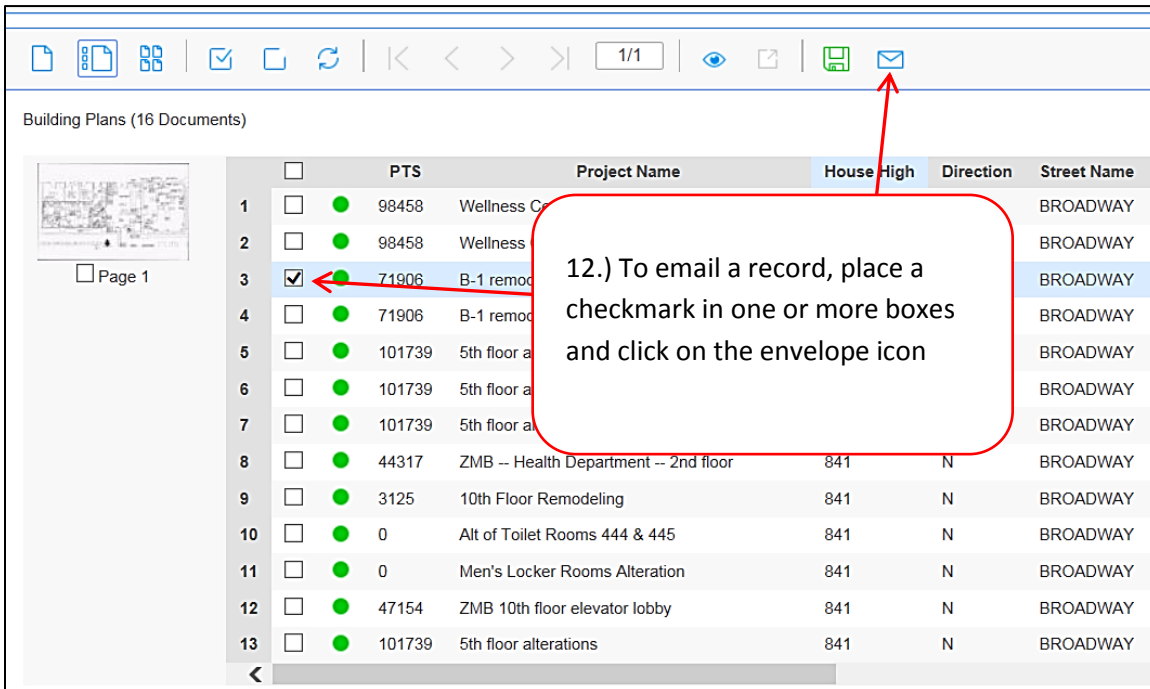
	House Low	House High	Direction	Street Name	Street Type	Unit Nu
3535	3535	W	State	St		
3535	3535	W	State	St		
3535	3535	W	State	St		
3535	3535	W	State	St		
3535	3535	W	State	St		
4001	4001	W	State	St		
7	33792	4001	4001	W	State	St
8	33792	4001	4001	W	State	St
9	33792	4001	4001	W	State	St
10	33792	4001	4001	W	State	St
11	33762	601	601	W	State	St
12	33762	601	601	W	State	St
13	33762	601	601	W	State	St
14	33762	601	601	W	State	St
15	33762	601	601	W	State	St
16	33762	601	601	W	State	St
17	33724	3535	3535	W	State	St
18	33724	3535	3535	W	State	St
19	33724	3535	3535	W	State	St
20	33724	3535	3535	W	State	St

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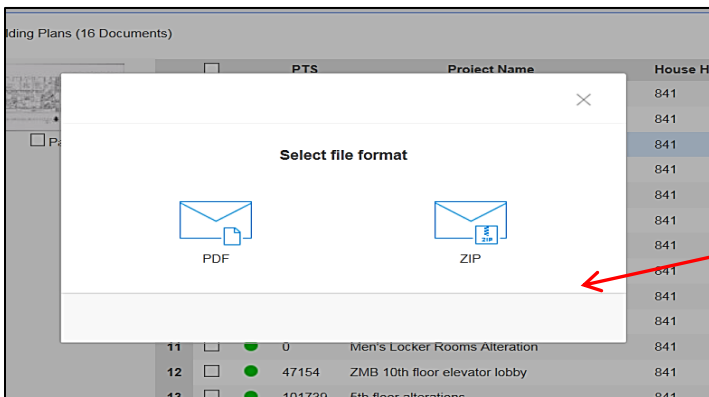
# E-MAIL DOCUMENTS



Building Plans (16 Documents)

	<input type="checkbox"/>	PTS	Project Name	House High	Direction	Street Name
1	<input type="checkbox"/>	98458	Wellness C			BROADWAY
2	<input type="checkbox"/>	98458	Wellness			BROADWAY
3	<input checked="" type="checkbox"/>	71906	B-1 remod			BROADWAY
4	<input type="checkbox"/>	71906	B-1 remod			BROADWAY
5	<input type="checkbox"/>	101739	5th floor a			BROADWAY
6	<input type="checkbox"/>	101739	5th floor a			BROADWAY
7	<input type="checkbox"/>	101739	5th floor a			BROADWAY
8	<input type="checkbox"/>	44317	ZMB -- Health Department -- 2nd floor	841	N	BROADWAY
9	<input type="checkbox"/>	3125	10th Floor Remodeling	841	N	BROADWAY
10	<input type="checkbox"/>	0	Alt of Toilet Rooms 444 & 445	841	N	BROADWAY
11	<input type="checkbox"/>	0	Men's Locker Rooms Alteration	841	N	BROADWAY
12	<input type="checkbox"/>	47154	ZMB 10th floor elevator lobby	841	N	BROADWAY
13	<input type="checkbox"/>	101739	5th floor alterations	841	N	BROADWAY

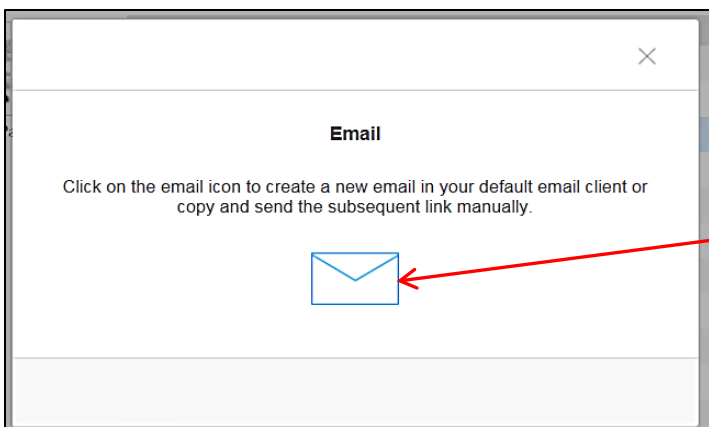
12.) To email a record, place a checkmark in one or more boxes and click on the envelope icon



Select file format

PDF ZIP

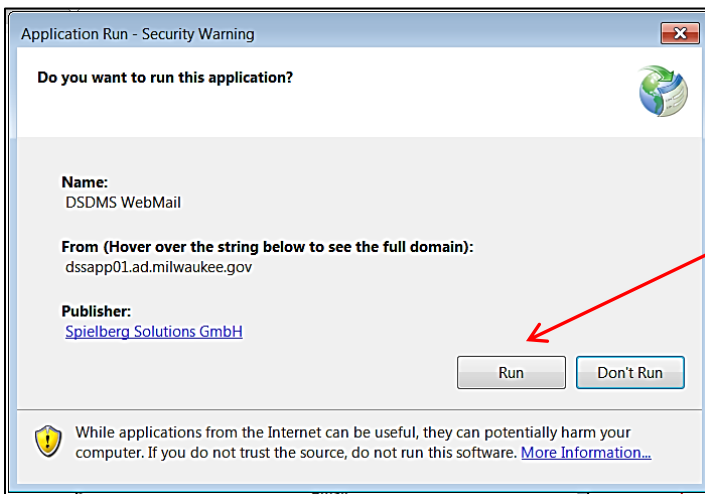
13.) Choose which format you want, pdf or zip, from the pop up box.



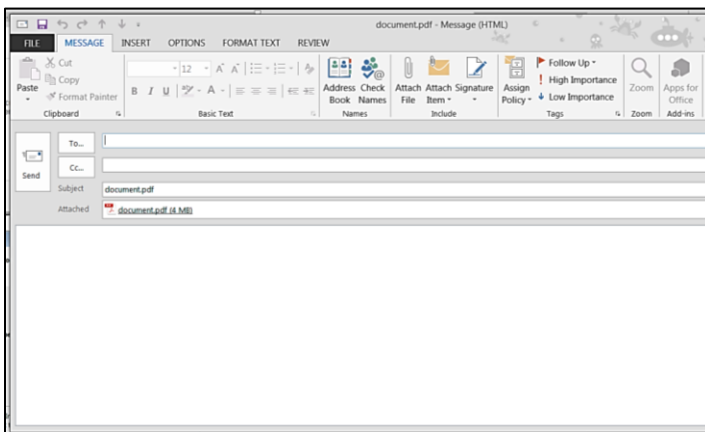
Email

Click on the email icon to create a new email in your default email client or copy and send the subsequent link manually.

14.) Click on the envelope in this pop up box.

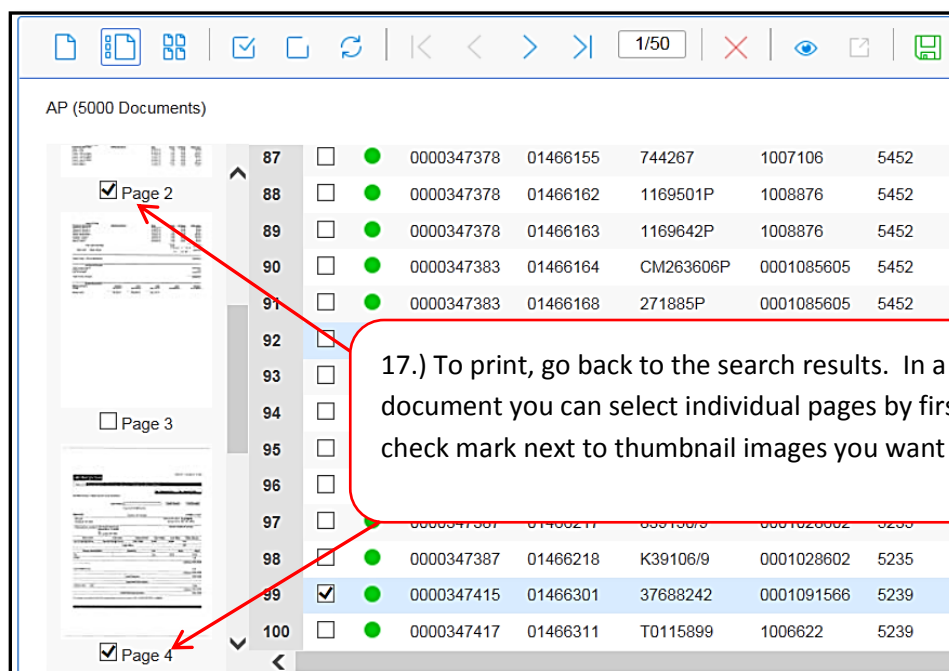


15.) Click run. This does not install anything on to your computer, but prepares the files for attachments.



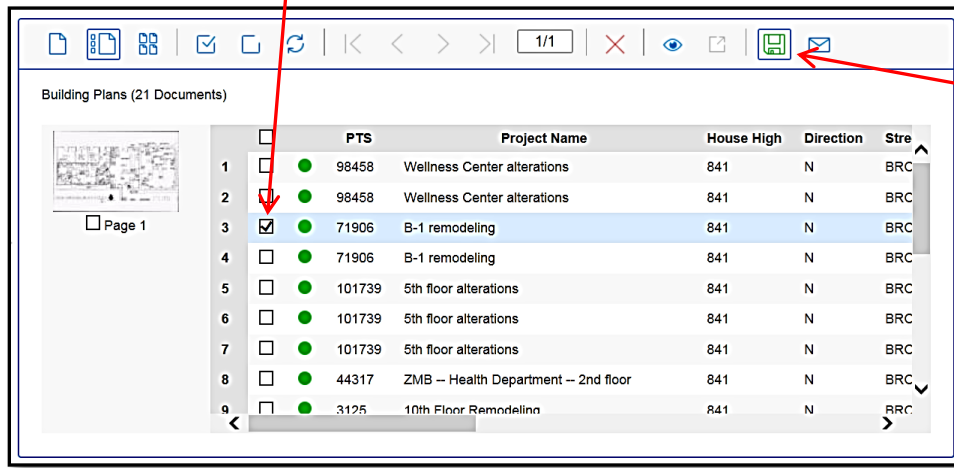
16.) Your default email client will open and the file will be an attachment with a generic name.

## PRINTING IMAGES



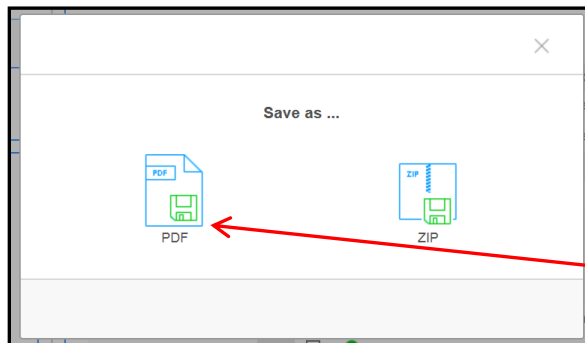
17.) To print, go back to the search results. In a multi-page document you can select individual pages by first placing a check mark next to thumbnail images you want to print.

18.) Or if you want the entire document, just place a check mark next to the item in the search results.



		PTS	Project Name	House High	Direction	Stre
1	<input type="checkbox"/>	98458	Wellness Center alterations	841	N	BRC
2	<input type="checkbox"/>	98458	Wellness Center alterations	841	N	BRC
3	<input checked="" type="checkbox"/>	71906	B-1 remodeling	841	N	BRC
4	<input type="checkbox"/>	71906	B-1 remodeling	841	N	BRC
5	<input type="checkbox"/>	101739	5th floor alterations	841	N	BRC
6	<input type="checkbox"/>	101739	5th floor alterations	841	N	BRC
7	<input type="checkbox"/>	101739	5th floor alterations	841	N	BRC
8	<input type="checkbox"/>	44317	ZMB -- Health Department -- 2nd floor	841	N	BRC
9	<input type="checkbox"/>	3125	10th Floor Remodeling	841	N	BRC

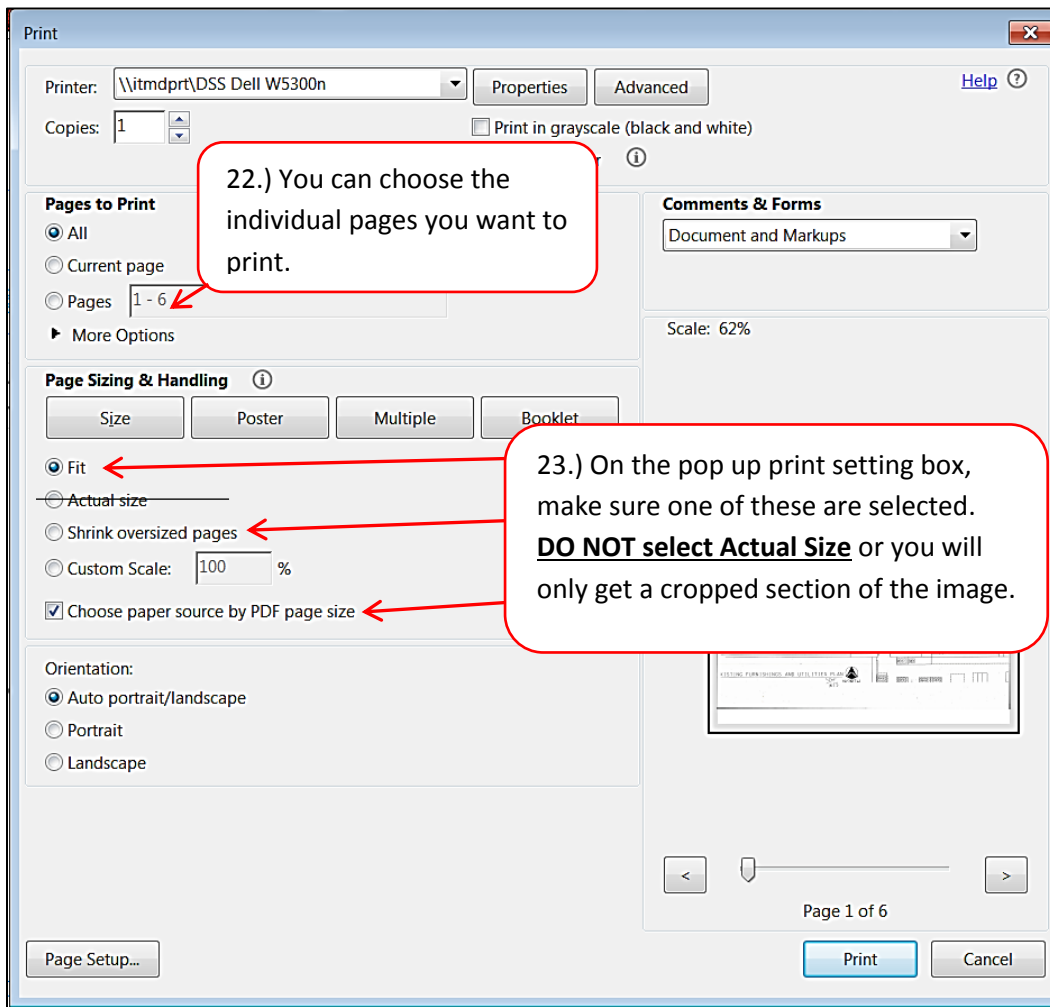
19.) Click on the green save button



20.) Click PDF.

21.) At the bottom of the screen you will be asked to Open or Save the File. You can Click Open and view it in Adobe and print from there.





## LOG OUT

